

Reviewer Application

Section II

Contract Forms

The following forms are to be **completed and returned with your Reviewer Application**

1. **Vendor/Grantee Registration** - A copy of this form is enclosed, so that you may see the information needed. You are considered the “Vendor/Grantee” Use your name and information for all questions. **Complete pages 1, 2 and 5. For Page 2, #10 use class 915 subclass 13**

www.state.tn.us/finance/rds/ocr/register.html

This is required in order to start the contract process, if you are selected as a reviewer. If you are not selected as a reviewer, then the information can be used in the future for other state related projects where teachers are needed. This is a one-time registration as a service provider for the State of Tennessee.

2. **W-9 Form Request for Taxpayer Identification Number and Certification.**
3. **FA Contract Information Supplement** - Please complete only **SECTION A – CONTRACTOR IS AN INDIVIDUAL** and sign under **Contractor Signature** and fill in the **DATE**.
4. **CATS –VENDOR REQUEST.** - Complete the **VENDOR INFORMATION** Section. Choose the “Add Vendor” option. Return the form with your application. **DO NOT** Send the form to the Contract Office as listed at the bottom of the form.
5. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--LOWER TIER TRANSACTIONS** - This certification is required by the General Services Administration regulations. The Agency is **EDUCATION**. Sign and Date.

Steps and Site for Provider Registration

- The vendor can call the help desk at 741-6875 for assistance with the form.
- The site for vendors to register as a Service Provider is:
<http://www.state.tn.us/finance/rds/ocr/register.html>
- To determine their class/subclass code (Page 2 #10 of the form) go to:
<http://www.state.tn.us/generalserv/purchasing/alphatcc.htm>
- The vendor will need to complete pages 1, 2 and 5 **unless** they want to be registered as a certified small or Diversity Business Enterprise.
- If they want to be registered as a certified small or Diversity Business Enterprise they will need to complete all 5 pages

<http://www.state.tn.us/finance/rds/ocr/register.html>

Contractor Registration - Microsoft Internet Explorer provided by The State of Tennessee

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My Web Search Search Address <http://www.state.tn.us/finance/rds/ocr/register.html>

TENNESSEE.GOV The Official Web Site
Department of Finance & Administration
Dave Goetz, Commissioner

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CONTRACTOR REGISTRATION

The Department of General Services maintains the state's registry for contractors of all types. The registry offers state agencies a database of potential contractors and gives service providers who are disadvantaged, minority, or small business entrepreneurs an additional opportunity to be known within state government.

Click Here for Online Contractor Registration

or registration form in PDF format available [HERE](#)

For more information about registration, please contact the Department of General Services at (615) 741-1035 or Tina.Pennington@state.tn.us

NOTICE— Registration does not initiate automatic solicitations. Registered contractors interested in professional service solicitations must visit the state web site for RFP solicitations and related notices: www.state.tn.us/finance/rds/ocr/rfp.html

At this site :
Contractor Registration Help
Paper Registration Form
Contractor Search

Department of F&A
Service Procurement Brief
Agency Coordinators
RFPs & Notices

Dept. of General Services
Purchasing
Solicitations
Invitations to Bid

Click Here to search for registered service providers.

SEARCH FOR REGISTERED PROFESSIONAL SERVICE PROVIDERS

SEARCH FOR HISTORIC SPRS VENDOR REGISTRATION DATA

On Page 2 #10 of the form -

A list of Class and Subclass Numbers are found at the following web site:

<http://www.state.tn.us/generalserv/purchasing/alphatcc.htm> - Most of the DOE vendors will be in the 900 series.

<http://www.state.tn.us/generalserv/purchasing/alphatcc.htm>

Tennessee Department of General Services - Microsoft Internet Explorer provided by The State of Tennessee

File Edit View Favorites Tools Help

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My Web Search Search Address <http://www.state.tn.us/generalserv/purchasing/alphatcc.htm>

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TENNESSEE.GOV The Official Web Site of the State of Tennessee

Department of General Services
Gwendolyn Sims Davis, Commissioner

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Featured sites:

- Vendor Registration
- Purchasing Home

PURCHASING
DIVISION

Bidder Application

TENNESSEE COMMODITY CODE CLASSES

The following alphabetic listing of the Tennessee Commodity Code Classes provides the "Class Numbers" and "Class Titles" which may be of assistance in the selection of specific products or services for which your company desires to be sent invitations to bid.

Class	Description of Tennessee Commodity Code Class
005	Abrasives, Sandblasting, Grinding Compounds; Accessories And Supplies
020	Agricultural Equipment, Implements And Accessories
022	Agricultural Implements And Accessory Repair Parts
025	Air Compressors (Electric And Gas Powered), Accessories, Filters, Moisture Separators
035	Aircraft And Aviation Equipment, Accessories, Supplies And Repair Parts
043	Animal (Wildlife - Including Land, Marine And Fowl) Control And Support Equipment, Accessories, And Supplies
041	Animal Feed And Bedding
040	Animals, Live: Livestock, Poultry, Bees And Fish
045	Appliances, Accessories, Devices And Repair Parts: Household

